

**STATE OF GEORGIA  
RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>		Sheet:	of 2
		Agency Code:	0462
		Schedule #:	78-0091-02
		Effective Date:	Feb 7, 2001

**Creating Office:** Georgia Department of Natural Resources, Historic Preservation Division

**Jurisdiction(s)** Office of Planning and Research

**Application Type:**            **New:**  
                                 **Amend:** Amend

**Series Title:** Historic Preservation Grants

**Dates of Series:** 1969 and Ongoing

**Access:** Open

**Function Documented:** Documents relating to grants awarded to groups or individuals for the restoration or plans for the restoration of a structure listed on the National Register of Historic Places

**Consists of:** Included are individual files on each funded grant applicant by fiscal year (in most cases) that include required federal reports as to their financial status, expenditures, staff requirements, relocation assistance, equal opportunity plans and specifications, research correspondence, payment request, construction and non-construction forms, and grant awards letters; Federal Audit Report; Department of Interior Guidelines and criteria for the program's administration; Annual Department of Natural Resources Board grant approval packages and updates.

**Arrangement:** Apportionment Warrant. Files are arranged chronologically by fiscal year of annual allocation

**Retention Requirement:**

**Standard Cutoff Event:** Cut off at fiscal year.

**Total Retention:** Funded Grants: Permanent Record, Transfer to Archives.  
Grants not funded: Temporary Record. Retain two (2) years.

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*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

Concur: CAROLE GRIFFITH, Deputy SHPO Coord. Sign 2-22-01  
Creating Office Administrator (type name and title here) Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

Signed: D. Carmicheal 2/23/01  
David Carmicheal, Secretary of State Designee Date

# Georgia Department of Natural Resources

Lonice C. Barrett, Commissioner

## **Historic Preservation Division**

W. Ray Luce, Division Director and Deputy State Historic Preservation Officer

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Telephone (404) 656-2840 Fax (404) 657-1040 <http://www.gashpo.org>

### MEMORANDUM

Date: February 7, 2001

To: Amelia Winstead, Archives and History

From: Carole Griffith, Management and Information Unit Manager  
Cherie Blizzard, Grants Coordinator

RE: Changing Historic Preservation Grants Retention Schedule

Attached you will find a copy of the Historic Preservation Grants Records Retention Schedule for DNR's Historic Preservation Division. Please make changes to the schedule as marked in red. If you have any questions, please call either of us at the number above.

## Records Retention Schedule

DEPARTMENT OF NATURAL RESOURCES  
Parks, Recreation, and Historic Sites Division  
Historic Preservation SectionAppl  
No  
78-91Description

HISTORIC PRESERVATION GRANTS - Documents relating to grants awarded to groups or individuals for the restoration or plans for the restoration of a structure listed on the National Register of Historic Places. Included are individual files on each <sup>funded</sup> grant applicant (~~whether funded or non-funded~~) by fiscal year (in most cases) that include required federal reports as to their financial status, expenditures, staff requirements, relocation assistance, equal opportunity plans and specifications, research, correspondence, payment requests, construction and non-construction forms, and grant awards letters; Federal Audit Report; Department of Interior Guidelines and criteria for the program's administration; Annual Department of Natural Resources Board grant approval packages and updates; Apportionment Warrant. Files are arranged chronologically by fiscal year of annual allocation; ~~thereunder alphabetically by sites.~~

Disposition

Cut off files at end of each fiscal year; then retire to State Archives.  
APPROVED: 05/23/78.

Add: Unfunded grant applications will be discarded after 2 years.

78-213-A

REVIEW AND COMPLIANCE UNIT PROJECT FILES - Documents relating to evaluating all federally funded, licensed or sponsored projects that affect cultural resources. Included are A-95 review documents, A-85 review documents, Environmental Impact Statements, Project Design Plans and Specifications, Resource Assessments on archeological and structural sites to determine National Register eligibility, Memoranda of Agreement executed by the State Historic Preservation Officer along with Advisory Council and project sponsor in compliance with Section 106 of the National Historic Preservation Act of 1966, and Photographic Inventories of structural properties with environmental impact potential. Files are arranged alphabetically by county, within each county primarily arranged numerically by State Clearinghouse control numbers (if assigned) and additional un-numbered projects.

Cut off files at end of each fiscal year; hold in current files area 1 year; then retire to State Archives.  
APPROVED: 10/03/78.  
AMENDED: 07/02/80.